

**TOWN OF ELSMERE
PLANNING COMMISSION
MEETING MINUTES
FEBRUARY 1, 2011
6:30 P.M.**

Town Manager Giles announced that the Chairman, Secretary and another commissioner were all absent at the time the meeting was called to order. The members in attendance agreed that Commissioner Russo would act as Chairman during this meeting.

PLEDGE OF ALLEGIANCE:

CALL TO ORDER:

ROLL CALL:

Commissioner Lindell – Absent
Commissioner Sheldon – Present
Commissioner Anderson – Present
Commissioner Swain – Absent
Commissioner Acton – Present
Commissioner Russo - Present
Chairman Backer – Absent

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

None

OLD BUSINESS:

None

NEW BUSINESS:

ACTION: A motion was made by Commissioner Sheldon elect Commissioner Russo as Acting Chairman for the meeting. The motion was seconded by Commissioner Acton.

VOTE: All in favor 4-0 with 3 Absent Motion

Review the implementation of the 2010 update of the 2004 Comprehensive Plan

Commissioner Russo asked Miss Diana Poole to explain how the information had been presented for the meeting.

Miss Diana Poole stated that they took all of the recommendations that were issued in the Comprehensive Plan and placed them into a Microsoft Excel Spreadsheet to create a list of tasks that need to be assigned and completed.

Town Manager Giles stated that the Administrative staff had gone through the list and has prepared a list of recommendations for the assignments as we go through them.

Page1 – assignments were recommended to the Planning Commission.

Commissioner Lindell entered the meeting at this time.

ACTION: A motion was made by Commissioner Lindell accept the recommendations as submitted by the Town Manager for Page 1. The motion was seconded by Commissioner Anderson.

VOTE: All in favor 5-0 with 2 absent Motion Carried

Page 2 – assignments were recommended to the Planning Commission.

ACTION: A motion was made by Commissioner Lindell accept the recommendations as submitted by the Town Manager for Page 2. The motion was seconded by Commissioner Sheldon.

VOTE: All in favor 5-0 with 2 absent Motion Carried

Page 3 – assignments were recommended to the Planning Commission.

ACTION: A motion was made by Commissioner Lindell accept the recommendations as submitted by the Town Manager for Page 3. The motion was seconded by Commissioner Sheldon.

VOTE: All in favor 5-0 with 2 absent Motion Carried

Page 4 – assignments were recommended to the Planning Commission.

ACTION: A motion was made by Commissioner Lindell accept the recommendations as submitted by the Town Manager for Page 4. The motion was seconded by Commissioner Sheldon.

VOTE: All in favor 5-0 with 2 absent Motion Carried

Page 5 – assignments were recommended to the Planning Commission.

ACTION: A motion was made by Commissioner Lindell accept the recommendations as submitted by the Town Manager for Page 5. The motion was seconded by Commissioner Sheldon.

VOTE: All in favor 5-0 with 2 absent Motion Carried

Page 6 – assignments were recommended to the Planning Commission.

ACTION: A motion was made by Commissioner Lindell accept the recommendations as submitted by the Town Manager for Page 6. The motion was seconded by Commissioner Sheldon.

VOTE: All in favor 5-0 with 2 absent Motion Carried

Page 7 – assignments were recommended to the Planning Commission.

ACTION: A motion was made by Commissioner Lindell accept the recommendations as submitted by the Town Manager for Page 7. The motion was seconded by Commissioner Sheldon.

VOTE: All in favor 5-0 with 2 absent Motion Carried

Page 8 – assignments were recommended to the Planning Commission.

ACTION: A motion was made by Commissioner Lindell accept the recommendations as submitted by the Town Manager for Page 8. The motion was seconded by Commissioner Sheldon.

VOTE: All in favor 5-0 with 2 absent Motion Carried

Town Manager Giles stated that he believed the next step would be to take this completed list back and divide the Administrative items out and to forward the list back to the Commission to divide for assignment among the Commissioners.

Town Manager Giles discussed upcoming training opportunities and recommended that each of the Commissioners try to make the time to attend the Planning Courses offered by the University of Delaware.

Town Manager Giles stated that he hopes to meet every month and that they will discuss the Comprehensive Plan or the possibility of a mock trial.

ITEMS SUBMITTED BY CHAIRMAN AND BOARD MEMBERS:

None

PUBLIC COMMENT:

Mayor Norkavage thanked each of the Commissioners for the time that they spent at the meeting and voiced her disappointment at the fact there were Commissioners absent during such an important meeting, members of council did not attend the meeting and that members of the public did not attend the meeting. She stated that the Comprehensive Plan is the vision of where the Town is going and that everyone should be there to voice their opinions. She encouraged each Commissioner to reach out to members of their communities to attend the meetings and make any suggestions they may have.

ADJOURNMENT:

ACTION: A motion was made by Commissioner Lindell to adjourn. The motion was seconded by Commissioner Sheldon.

VOTE: All in favor 5-0 with 3 absent Motion Carried

At this time the meeting was adjourned.

These minutes summarize the agenda items and other issues discussed at the February 1, 2011 Planning Commission Meeting. Votes are recorded accurately. The audio tape(s) of this meeting will be available at Town Hall for a period of two years from the date these minutes are approved. The audio tape(s) may be reviewed at Town Hall by appointment and in accordance with the Freedom of Information Act.

LEON BACKER, CHAIRMAN

CHARLES LINDELL, SECRETARY